



DEPARTMENT OF THE NAVY  
NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 1610.1  
00

JUL 30 1999

**NSHS BETHESDA INSTRUCTION 1610.1**

From: Commanding Officer

Subj: OFFICER FITNESS REPORT REVIEW BOARD

Ref: (a) BUPERSINST 1610.10  
(b) NSHSINST 1610.3A

Encl: (1) Flow Chart

1. **Purpose.** To establish a Command Officer Fitness Report Review Board.

2. **Applicability.** This instruction applies to all commissioned officers assigned to the Naval School of Health Sciences (NSHS), Bethesda, Maryland.

3. **Policy**

a. All staff officers in grades 0-6 and 0-6 (Select) assigned to NSHS Bethesda, with the exception of the Commanding Officer and the Executive Officer, will constitute the Officer Fitness Report Review Board.

b. The Board will convene by request of the Chair.

c. A quorum, constituting four members of the board in addition to the chair, will be required to convene a meeting.

d. The Officer Fitness Report Review Board will examine the drafts of all periodic and detachment of reporting senior officer fitness reports for officers in grades 0-5 and below to accomplish the following:

(1) Ensure that the proposed performance trait grades are justified by the comments on performance.

(2) Ensure that the comments on performance are written in accordance with references (a) and (b).

JUL 30 1999

(3) Ensure that all individuals are grouped in the correct competitive categories.

(4) Recommend a summarization within each competitive category, 0-3 and above only, based upon the content of the fitness report drafts.

(5) Ensure that 0-1 and 0-2 receive no mark higher than "Promotable".

e. The Board may recommend minor editorial changes in fitness report drafts but in the event that the provisions of paragraph 3b. (1) and (2) are not met, the draft will be returned with the Board's comments to the originator for revision.

f. Board members will utilize only the information contained in the draft fitness reports and the officer's input sheet to formulate their recommendations: Personal knowledge by Board members of the individuals under discussion will not be a part of Board deliberations.

g. All Board recommendations are advisory to the Commanding Officer and as such are confidential. Board members will not discuss their deliberations with any member of the Command other than the Commanding Officer and the Executive Officer.

#### 4. **Responsibilities**

a. The Executive Officer shall designate a Chair of the Officer Fitness Report Review Board. In the event that the designated Chairman is unavailable during a fitness report cycle, an Acting Chairman may be designated.

b. The Chair, Officer Fitness Report Review Board shall:

(1) Be intimately familiar with the provisions of reference (a) and other pertinent materials concerning officer fitness reports.

(2) Ensure that the Officer Fitness Report Review Board is convened in a timely fashion to process officer fitness reports in time to meet BUPERS deadlines.

(3) Ensure that Board deliberations conform with Command policy.

JUL 30 1999

(4) Report the results of the Board's deliberations to the Executive Officer.

c. Board members shall:

(1) Inform the chair in a timely manner of their ability to attend meetings.

(2) Prior to the board meeting, review draft fitness reports, write your comments on the reports, and bring the reports to the meeting.

(3) Return draft fitness reports, with comments, to the CO's secretary if unable to attend a scheduled meeting.

d. The Commanding Officer's secretary shall:

(1) Arrange an appropriate meeting area for the Board.

(2) Ensure that Officer Fitness Report drafts are collected and reproduced for the Board's review and made available for board members' review one week prior to the meeting.

(3) Accomplish the Board's recommended minor editorial changes and provide revised versions to the Board Chair.

(4) Keep a record of the Board's deliberations.

(5) Forward completed Officer Fitness Reports to NPC.



D. A. WYNKOOP

Distribution:  
List I

# FITNESS REPORT FLOW CHART

